Camp Licensing Overview

Introduction to Children’s and Adult Foster Care Camps
Objectives

- Define Children’s Camps
- Define License types
- Describe the steps and processes for obtaining a license
- Outline the Licensing Rules and available resources
- Describe Licensing inspections
- Describe the role of a LARA camp licensing consultant
- Provide answers to frequently asked questions
How do we Define a Children’s Camp?

Reference Camp Licensing Rules page iii

Residential, day, troop, or travel camp that provides care and supervision,

Conducted in a natural environment for more than 4 children,

Apart from the children’s parents, relatives, or legal guardians,

For 5 or more days in a 14-day period.
Rule 106 Applicability

A camp begins operating when the camp assumes responsibility (In loco parentis) for the campers.

Day camp:
operates more than 4 hours but less than 24 hours per day for 5 or more days in any 14-day period.

Residential, Travel, or Troop camp:
operates for more than 12 hours per day for 5 or more days, including at least 1 overnight, in ANY 14-day period.

Applies to all children's and adult foster care camps.
Reference Camp Licensing Rules page 2
5 Types of Camps

Day
- Provides care more than 4 but less than 24 hours a day.

Residential
- Provides care on a 24-hour basis at a regulated camp site.

Adult Foster Care
- Provides care for more than 4 adults who shall be provided foster care for 2 consecutive weeks.

Travel
- Provides care on a 24-hour basis that is not stationed at a specified camp site.

Troop
- Sponsored by the Boy Scouts of America or the Girl Scouts of the USA.
- Provides care on a 24-hour basis.
- Not stationed at a specific campsite.
Status Types of a License
Original, Provisional, and Regular

An **Original License** is granted when a NEW camp’s policy and procedures demonstrate the ability to comply with licensing requirements.

A **Provisional License*** is issued for 6 months of an original license.

A **Regular 2 year License** is issued once an onsite inspection, during a camp session, results in demonstrated compliance.

*A provisional license is also issued when a camp is temporarily unable to conform to licensing requirements.
Types of Inspection

- Environmental Health
- Fire (QFI)
- Original, Renewal or Interim
How to Obtain an Original License...

**Step 1**

Complete and submit a **Site and/or Program Application** and a **Livescan Fingerprint Background Check Request** with the **Fee**.

**APPLICATION TYPE FEE FOR ORIGINAL PROGRAM/SITE**

- Children’s Camp Licensed Capacity 5-100 $100
- Capacity 100+ $200
- Adult Foster Care Camp Licensed Capacity (ALL) $120

Questions? Call 866-685-0006
Application Forms...

Reference: Camp Licensing Web Site
How to Obtain an Original License...

**Step 2**

Review and become familiar with:
- ✓ Camp Licensing Rules* – [web link](#)
- ✓ Camp PROGRAM Policy Samples– [web link](#)
- ✓ Camp High Adventure Policy Samples- [web link](#)
- ✓ Good Moral Character – [web link](#)
- ✓ Child Care Organizations Act 116 of Public Act 1973 – [web link](#)

Develop and submit for review Camp Policies and Procedures* compliant with Camp Licensing Rules.
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
ADULT FOSTER CARE AND CAMP LICENSING DIVISION

CHILDREN’S CAMPS AND ADULT FOSTER CARE CAMPS

CONTENTS

Forward

PART 1. GENERAL PROVISIONS

PART 2. FIRE SAFETY

PART 3. ENVIRONMENTAL HEALTH AND SAFETY

PART 4. HIGH ADVENTURE ACTIVITIES

Samples of Required Written Material

This document is a set of sample written materials as required by the Bureau of Community and Health Systems (BCHS) for the Camp Licensing Rules. They are not written forms and statements. It was created to help organizations through the state licensing process. For clarification, please see the actual rule in the BCHS Licensing Rules for Children’s and Adult Foster Care Camps.

The remainder of the manual contains documentation that you will need and find helpful in planning your camp. You can build a staff handbook with this information.

Reference: Camp Licensing Web Site
Understanding the Licensing Rule Book

Contents:
  Forward
  PART 1: General Provisions
  PART 2: Fire Safety
  PART 3: Environmental Health
  PART 4: High Adventure Activity

Each Rule is identified by **number** and **title**; rules contain sections, sub sections and history

**R 400.11113 Behavior management.**
Rule 113. (1) A camp shall have and follow a written camper behavior management policy. (2) A camp shall include in the policy methods for the positive behavior management of campers.
Rule 113. (1) A camp shall have and follow a written camper behavior management policy.
(2) A camp shall include in the policy methods for the positive behavior management of campers.
(3) A camp shall include in the policy a statement that a camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.
(4) A camp shall furnish a copy of the policy to all staff members.

Camp Sample

Behavior Management Policy  RULE 113

1. DISCUSS WITH CAMPERS THE BASIC GROUND RULES of camp and why they are important, as well the consequences.

2. SET CABIN RULES TOGETHER. If possible, let children set their own and agree to them as a group, using your judgment as to acceptable behavior. Let them learn to be responsible for themselves. In most cases, they can set their own consequences as well and take responsibility for that, too. You may want to write a contract with groups who are having difficulty and need some guidance.

3. IF SAFETY IS AN ISSUE, do not haggle! State the rule and the behavior that is wrong and stop it immediately!!

4. TO APPLY CONSEQUENCES: - BE CONSISTENT AND UNIFORM WITH ALL CAMPERS
   - CHECK WITH YOUR SUPERVISOR FIRST
   - BE SURE TO FOLLOW THROUGH

Reference: Camp PROGRAM Policy Sample
How to Obtain an Original License...

Step 3

When Applicable...
✓ Submit an Environmental Health Inspection request with the local Health Department that has jurisdiction for the camp.
✓ Contact an approved Qualified Fire Inspector (QFI) for site inspections.

An “A” rating on both inspection must be achieved prior to operating camp. Any required fee is the responsibility of the site licensee.
The decision to issue an original license is based on:

- Review of the Camp’s License Application
- Achieving an “A” rating on Environmental Health Inspection and Fire Inspection
- Licensing Record Clearances
- Evaluation of Camp Policies and Procedures
- Onsite Inspection by Camp Consultant
Onsite Inspection may include…

- Policy Review
- Site Tour
- Program Observation
- Staff Interviews
- Camper Interviews
Licensing Onsite Inspection

the Camp’s Responsibilities

Renewal Inspection
• Submit application and payment
• Prepare written policies for onsite inspection

Interim Inspection
• Submit Interim Notification (no payment needed)
• Prepare written policies for onsite inspection

A camp may request deemed status on an annual basis if they can provide evidence that the camp is currently accredited by a nationally recognized accrediting body.

Rule 102
**QFI - Fire Inspections**

*Applicability - adult foster care camps and children's residential camps only*

<table>
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<tr>
<th>Who</th>
<th>What</th>
<th>When</th>
<th>Why</th>
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| - **Qualified Fire Inspectors (QFI)** must complete all fire inspections.  
  - The person conducting the fire safety inspection is an independent contractor. | - Expect the QFI to review the findings with you prior to leaving.  
  - Expects to receive the written report within a reasonable amount of time.  
  - Requested corrective actions should be completed by the deadline given. | - Fire safety inspections are to be obtained by the applicant/licensee from the approved list of fire inspectors.  
  - Should be scheduled early in the season.  
  - Inspections are required every 2 years. | - Means of assuring that the buildings used by a licensed camp are in compliance with fire safety requirements.  
  - Assure safe environment are maintained by the licensee. |
Environmental Health Inspections

Applicability - adult foster care camps and children’s residential camps and children’s day camps that have private water or sewer systems or prepare meals for campers.

- Inspection Request form is available on the camp licensing website.
- Inspections fees are county based.
- The request for inspection should be sent to the local department of jurisdiction.
- Environmental Health Inspections are required every year.
Most Frequently Missed Documentation

**Rule 109 (7)**
Staff
Reference Camp Licensing Rules, page 3

**Rule 109 (10 and 11)**
Pre-camp Training and In-service Training
Reference Camp Licensing Rules, page 4

**Rule 119**
Health Service Policy
Reference Camp Licensing Rules, page 5

**Rule 149 (5)**
Fire Safety Orientation
Reference Camp Licensing Rules, page 9
Camp Health Officers

What training do they need?

Required certifications offered through The American Red Cross*
• CPR for the Professional rescuer and
• Responding to Emergencies

The Health Officer **MUST** be on duty while campers are present.

*These certifications are the minimum requirements to be a Health Officer.

Reference: Camp Licensing - Rule 121 page 5, Rule 122 page 6
Camp Health Officer
Day Camp (Rule 121)

If LESS than 20% of its camper population are with disabilities

- Agreement with EMT that is w/in 5 minute response time.
- OR

Employ a Health Officer...

20% or MORE of the camper population are w/disabilities

- A Health Officer MUST be one of the following:
  - Physician or Physician’s Assistant Nurse Practitioner
  - Registered or Practical Nurse
  - EMT or Medical First Responder
  - Wilderness First Responder
Camp Health Officer
Residential, Troop & Travel (Rule 122)

If LESS than 20% of its camper population are with disabilities:

Employ Health Officer w/ minimum requirements.

OR

A Health Officer MUST be one of the following:

- Physician or Physician’s Assistant
- Nurse Practitioner
- Registered or Practical Nurse
- EMT or Medical First Responder
- Wilderness First Responder

If 20% or MORE of the camper population are w/disabilities:

A Health Officer MUST be one of the following:
Health Officer
Traveling/Trip Group Rule 145

**Travel/Trip Camp** means a camp that provides care on a 24-hour basis that is not stationed at a specific campsite.

- **LESS than 30 mins from EMS**
  - Responding to Emergencies (RTE)  
    *(American Red Cross Manual 656137)*

- **30-60 minutes from EMS**
  - CPR for the Professional Rescuer and RTE  
    *(American Red Cross Manual 652161 and 656137)*

- **MORE than 60 mins from EMS**
  - Wilderness First Responder  
    *(NOLS Manual 16175)*

*Reference: Camp Licensing – Rule 145 page 8*
The Role of a Camp Consultant

- Provides assistance in understanding administrative rules, licensing procedures, and forms to assist achieving compliance.
- Conducts annual on-site visits to assess camp facilities.
- Evaluates general health and safety of camp.
- Provides reports of findings and recommends appropriate licensing status.
- Partners with camp staff to provide technical assistance and consultation to achieve a common goal of improving services.
Reportable Incidents
Camps need to report the following incidents to the camp licensing consultant:

- A camper has an accident or illness that results in an overnight stay in a hospital, clinics, or being sent home.
- If a camper dies.
- If a fire occurs in a camp and results in injury, loss of life, or facility damage in excess of $1,000.00
- Rule 127 (9) and 227 – Incident Reporting
When to contact a Camp Consultant

If you...

- Don’t receive a renewal packet, or an Environmental Health Inspection Request Form.
- Have Livescan Fingerprinting and/or Clearance Request questions. **Rule 109**
- Have changes in - ownership, locations, dates of operation, time of operation, or cancellation of camp session. **Rule 147**
- Feel that camper health and safety may come into question by the camp community or public sector, media; contact your consultant.
- If you need guidance and/or interpretation of the rules.
Questions?

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